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ON OPC TRAINING FROGRAM 21 May 1949

The agenda for the meeting is attached. (See attachment No.1.) I. OSO Training. described current NSO training ses and facilities: A. 1. Basic Intelligence Course; four weeks, for cleared and uncleared students to date; maximum regular atudents, twenty; lectures and problem work. 3. Special Advanced Course, for outstanding students and returned field representatives.				
A. 1. Basic Intelligence Course; four weeks, for cleared and uncleared students to date; maximum regular students, twenty; lectures and problem work.				
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Approved For Release 2005/11/21 : GIA-RDP62-00939A000100010-9

Approved For Release 2005/11/24 FGIA RDP62-00939A000100010010-9

courses was covered by	the use of non-TRS lecturers in USC riefly by in his discussion b. Lectures by USO and other CIA	_
specialists are consid	iered extremely valuable, but lectures	
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4. The use of the Foreign Service Institute the statement the requisite for the sas half-time attendance in the statement of the sas half-time attendance in the same of the sas half-time attendance in the same of the sas half-time attendance in the same of t	language training facilities of the tute was also discussed by at three to four months full-time was tery of a difficult language, while might suffice for a simple language. presented a study of the proposed training requirements anticipated in the near future, /0, and a statement of questions that have	

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two respresentatives of each training division, including both the chiefs of training. The Committee has no executive powers, but makes

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recommendations to the chiefs of training in matters within their authority, or to the assistant directors in policy matters exceeding the authority of the chiefs of training.

a suggested organization chart showing the training respon-	
sibilities and courses which might be coordinated, thus effecting	
a saving of personnel and facilities, On this chart coordinated courses, assessment, and research stemmed	
from the authority of the Joint Training Committee.	
The proposed chart brought out the	
that all OSC and OFC training be placed under the authority or a	
Joint Training Board, composed of two members of each office, and that a separate T/O be established for this purpose, leaving in	
the T/O of each office of training only the chief and a secretarial	
aggistant. Such a plan would require the establishment of a strong	
Chief of Joint Training, probably a CAF-15. The group considered	
much matters as making the Chief of Joint Training & voting member	
of the Board, asking that a fifth member be a representative of CIA	
in general, and the establishment of an Advisory Committee to the Joint Training Board. The consensus of opinion seemed to be that a	
Joint Training Board, consisting of the chiefs of training of OSC	
and OPC, one other representative from each office, and a represen-	
tative of the executive office of CIA as voting members, with the	
chief of joint training and the chief of assessment as non-voting	
members, would be the most satisfactory plan, provided that such	
an autonomous board was established.	
IV. The afternoon session of the conference was devoted to	
a presentation of training requirements by various OFC program	
chiefs.	
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Next 2 Page(s) In Document Exempt

SECRET ATTACHMENT NO. 1 CONFERENCE ON OPC TRAINING FROGRAM

The following agenda is proposed for the conference on the OPC training program to be held on Saturday, 21 May 1949 in the Conference Room (1707) Building L.

Bui!	lding 1	•	•		.,	(2,0,7)	
ind	Pers Vidua	onne. Ls:	to attend the ed	mierence v	ill include	the following-named	
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ı.	080 1	ralı	ing 25X1	1		0900 - 1000	
	۸.	Cot	rses, with schedu	les, numbe	rs of studen	ts, etc.	
			Besic	,			
			Advanced Administrative				
			Special (Technic	al. Commo.	C&D)		
		5.	Covert Training				
	В.	Ore	anisation				
		1.	Table of Organis	ation			
		2.	Use of non-IRS 1	ecturers			
		3.	Liaison with F51 Language training	and other	institutions	s and agencies	
II.	Propo	sed	OPC Training Prog	rams		1000 - 1199	25X1
	A .	Fun	ctional Requiremen	nts (with s	enticipated 1	Loads)	
		1.	Washington staff	training	•		
· P			a. Dasie				
			b, Advanced				
			c. Administrativ		. # **	anticate con No.	
			d. Special traine. Deep cover to	raining	HCal, Como,	Can)	

Approved For Release 2005/1002	[:	CIA-RDP62-00939A000100010010-9
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L	And the state of t	
B.	Organization Proposed for OPC Training (as if independent)	
c.	Unsolved problems (personnel, area, organizational set-up, sel training, etc.)	ling
II. Jo	oint Training Program as a Solution 1100 -	- 1200 25X1
A •	. Coordination Proposed	
	1. Basic	
	2. Intermediate	
	3. Administrative	
	4. Commo, C&D, Technical	
	5. Deep-cover	
ß.	. Froblems Unsolved by Coordination	
	1. Policy on use of foreign nationals as instructors in U 5	
	2. Policy on training of foreign nationals in U S	
	3. Personnel: military or civilian, and how to recruit	
	A. Location of area (support, cover, civilian vs military co	ntrol)
	5. Assessment in Headquarters, area, and overseas	
	6. OPC training policies	
	7. Organizational and administrative problems	
	8. Segregation: OSO vs OPC, and within OPC	
	9. Travelling training teams	
	10. Reorganization of 050 courses	

IV. Presentation of Eequirements and Views of Plans and Operations of OPC (OPC Operations and Program Chiefs) 1400 - 1700

Approved For Release 2005/11/21: CIA-RDP62-00939A000100010010-9



21 May 1949

MEMORANDUM:

A ITACHMENT NO.2 CONFERENCE ON OPC TRAINING

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a. <u>Basic Course</u>. - This course will be of three (3) weeks duration, and is for personnel with little or no previous intelligence experience. It is designed for staff and case officers, base station operators, and certain clerical personnel in senior positions. It will in general cover the following-named subjects:

Security, personal and organizational
Mission, functions, history of CIA
Relationship of CIA to other agencies
Reports writing
Project outline preparation
Communism: nature, history, methods of operation
Handling people

Maps, plans, observation
Approved For Release 2005/11/21: CIA-RDP62-00939A000100010010-9

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b. Advanced Course. - This course will be of three (3) weeks duration, and is for personnel who have successfully completed the basic course or who have had comparable intelligence experience. It will in general cover the following-named subjects:

Cover and security
Mission, functions, history of OPC
Relationship of OPC to CIA
Agent operations
Operational security
Foreign intelligence services
Overseas units and their relation to Headquarters

c. Special Operations Course. - This course will be of three (3) weeks duration, and is for personnel who have successfully completed the advanced course or who have had comparable intelligence experience. It will in general cover the following-named subjects:

OPC organization and personnel
Psychological warfare
Escape and evasion
Guerrilla warfare
Sabotage and counter-sabotage
Economic warfare
Methods of the Opposition

d. Administrative Course. - This course will be of three (3) weeks duration, and is for personnel who will occupy responsible clerical and administrative positions either in the United States or overseas. It will

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in general cover the following-named subjects: Security Headquarters and field administration Mission, functions, and personnel of CIA and OPC Communism Confidential funds Personnel administration Correspondence Handling of classified documents Cover Technical Training Courses. - These courses will be of varying periods of time, depending upon the subjects to be taught and the length of time that the students have available prior to their departure for overseas station. In general they will cover the following-named subjects: 25X1

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expected that various semicovert members of the Mashington staff will take various phases of this training in order to increase their background know-ledge of the problems to be encountered by their overseas personnel.

b. This training will be conducted in one or more areas outside of Washington and will include the following-named types of instruction:

Para-military

Psychological warfare

Parachute

Escape and evasion

Maritime

- c. In addition it is proposed to establish two (2) other areas, the first of which will be a holding area where covert personnel (cleared and uncleared) can be quartered pending clearance and dispatch to training areas. The second will be a briefing area where covert personnel, who have successfully completed their area training, can be quartered while their case officers give them their final briefing before they are sent out on an overseas assignment. In each of these areas suitable training will be conducted, and the length of this instruction will depend upon the time each student is required to spend in each of these areas.
- 4. PROPOSED ONGANIZATION FOR OPC TRAINING BRANCH. The proposed organization charts for the OPC Training Branch will be presented at the conference.
 - 5. UNSOLVED PROBLEMS. a. General. Considerable progress has been made toward the establishment of the CPC training program, but a number of difficult problems yet remain to be solved.
 - b. <u>Personnel</u>. The OPC Training Branch has been screening old OSS personnel records on people who might be suitable as instructors. Letters are written to these men asking whether they would be interested in joining

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CIA. Persons with and without former OSS experience have been recommended to us by various sources. A number of these men have been interviewed and letters written to others. Military personnel have been offered to us by the National Military Establishment, of which a number have been ordered to duty with CIA and to others letters have been written. Because of the current policy on carear management in the Army, many outstanding officers with suitable qualifications are not available for a detail with CIA. However, steps are being taken on a high level to have these policies modified to enable them to join us. The OPC Personnel Branch is engaged in a recruiting campaign for us and plans are now made to send their own men out to tap potential sources of instructors.

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d. <u>Tables of Organization</u>. - The Tables of Organization for the OPC
Training Branch are still in a state of flux. The one for the semicovert
side of the picture has been submitted to the Management Branch of CIA and
has in general been accepted by them. However, we have reason to believe
that they contemplate some changes in it, but nothing definite has been

Approved For Release 20 CIA-RDP62-00939A000100010010-9

received from them. A proposed table has been prepared for the covert side, but a firm chart is awaiting further conferences with COP/OPC and CPP/OPC.

A third table is being prepared to cover joint OPC/OSO training.

- e. Selling Training. From the OPC/CIA viewpoint, the OPC Training Branch feels that all OPC personnel (with very few exceptions) should attend training courses in work which is appropriate to the assignment they will hold in the organization. This has been a difficult task up to this point for two reasons; the first being the lack of adequate training facilities and the second being the fact that each branch or section chief is short of personnel to handle his current problems. In principle they agree with this concept, but in practice they are reluctant to enter their people in training courses even when facilities are offered to them. All of this is understandable and will probably gradually work out as more personnel report for duty.
- 6. JOINT OPC/OSO TRAINING. a. In accordance with a directive from the Director of CLA, the TRS/OSO staff has given CTO/OPC excellent cooperation in the training of OPC personnel, within the limitations of their training facilities. A few OPC students have already graduated from the OSO advanced intelligence course and have been "plowed" back into their basic and advanced courses as instructors, in order to assist in handling the increased student load.
- b. A Joint OPC/OSO Training Committee has been appointed by joint action of ADPC and ADSO to handle problems of joint training. This committee has been working in complete harmony and should prove of increasing value to the two assistant directors.

Basic Intelligence Course

Advanced Intelligence Course

Administrative Course

Communications Course

Technical courses

Deep-cover Course

- d. Further details concerning the operation of these joint courses will be presented at the conference.
- 7. ADDITIONAL rEGALEGO. a. General. In spite of the accomplishments of the Joint OFC/CGC Training Committee to date, a number of problems confronting the OFC Training Branch remain to be solved.

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military men.

- f. Of C Training Policies. The policy concerning which of the OFC staff members should omit training, has yet to be established and should be worked out prior to the time when our joint training program goes into effect. This matter was outlined briefly in paragraph 5 e above. Another policy which must be clearly established is the rotation of instructors. To avoid disrupting the staff, instructors must not be pulled out for other assignments without having ample time to prepare a competent replacement. The amount of information to be given in joint training concerning GFC activities must also be settled prior to the initiation of joint training where GGO students will participate.
- g. <u>Organizational</u> and <u>Administrative Problems</u>. To be covered orally, as they affect joint training.
- h. Segregation of Students. Ideas as to the segregation of OPC and 050 students in joint training will be covered orally, as well as the segregation of OPC students from each other.
 - i. Travelling Training Teams. To be covered orally at the conference.
- j. Reorganization of GOO Training Courses. To be covered orally at the conference.

. Approved For Release 2005/11/21 : CIA-RDP62-00939A000100010010-9

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SUBJECT: Recommendations for Joint OSO/OPC Training Programs.

- 1. The Joint OSO/OPC Training Committee recommends that OSO and OPC training courses and facilities be organized and run on a joint basis to the extent consistent with the security of the two offices and consistent with sound principles of instruction. The establishment of joint training courses and the joint use of facilities should result in considerable economy in personnel and space requirements. Furthermore, we believe that, if OSO and OPC students receive the same basic orientation in operational principles and techniques, planning and operations personnel of both offices will be able to work together more securely and smoothly, both in headquarters and in the field.
- 2. The Committee recommends that the following training programs be organized on a joint basis:
 - a. Orientation and Administrative Courses:

The present plan is to organize a three-week pattern, consisting of:

- (1) Orientation for new clerical and administrative employees.
 - (2) Headquarters Administrative Procedures.
 - (3) Field Administrative Procedures.
- b. Staff Intelligence Operations Courses:

- Approved For Release 2005/11/2 1/4 Pt P62-00939 A000100010010-9

levels of four weeks each. These courses would be:

- (1) Basic.
- (2) Intermediate.
- (3) Advanced (or Finishing).

Basic and Intermediate Courses would be for both OSO and OPC students; Advanced Courses would cover special policy and operational matters and would not, therefore, be joint programs.

c. Covert Training:

Covert Training would be available to deep cover students, including deep official, of both offices. Training in specialized OSO or OPC techniques would, however, be given by instructors from OSO or OPC.

d. Technical and Investigative Training:

- (1) It is assumed that COMMO and CDD training facilities will be available to OPC as well as to OSO students.
- (2) In addition to the training given by the technical divisions, instruction in Investigative Techniques and Surreptitious Entry will be handled jointly.

e. Field Training:

The Training Committee believes that both OSO and OPC will eventually need training staffs and facilities overseas, primarily in order to train non-American personnel. Training units, for example, could be set

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- a joint venture. More specific recommendations regarding this type of training will be submitted at a later date.
- 3. The Committee recommends that the following supporting facilities and staffs should be used and administered
 jointly:
 - <u>a.</u> Training Buildings: 13, part of 14, "Training Center" (sufficient space for segregated training will be set aside.)
 - b. Training libraries.
 - <u>c.</u> Training materials and research facilities and staff (some specialized work would be done by each training staff alone.)
 - $\underline{\mathbf{d}}_{ullet}$ Safe Houses and other facilities for Covert Training.
 - e. Liaison with the Foreign Service Institute of the Department of State in order to arrange language

programs

f. An assessment staff to assist in the selection of staff, semicovert, and covert personnel for both OSO and OPC; and to assist in the evaluation of the OSO and OPC students throughout their training.

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- b. OPC Advanced (Finishing) Training both Staff and Covert.
 - c. OPC Area Training (Paramilitary, etc.)
- d. The necessary training materials and research programs to support these independent programs.
- 5. If the above general recommendations are approved, the Joint Training Committee will prepare detailed statements as to how each part of the proposed joint program can best be implemented.